

MIDDLE CLASS SCHOLARSHIP FILE SUBMISSION PROCESS



*PRESENTED BY:
CALIFORNIA STUDENT
AID COMMISSION*



IN TODAY'S WEBINAR...

- Phones will be muted to eliminate background noise
- All questions can be typed in the Q&A panel to the right, staff is available to answer your questions
- As you exit today's webinar, you'll be prompted to complete a brief survey, your response is greatly appreciated

AGENDA

- File types
- Uploading
- Sample Scenarios



FILE TYPES

MIDDLE CLASS SCHOLARSHIP

- Submit **Admission** records April 1 of each year
 - Data will be used for budget projections for MCS
 - Students will receive notification of potential eligibility
- Submit **Enrollment** records starting July 1 of each year
 - Data will be used to determine award amounts
 - Eligible students will be notified of award amount

MIDDLE CLASS SCHOLARSHIP

Admission File

- Include students who...
 - Are admitted to your CSU or UC campus
 - Have filed an on-time FAFSA/Dream App



MIDDLE CLASS SCHOLARSHIP

Enrollment File

- Include new and continuing students (including transfers) who...
 - Have a total income of \$150,000 or less
 - Have completed an on-time FAFSA/Dream app
 - Who are meeting SAP



MIDDLE CLASS SCHOLARSHIP

ADMISSION FILE DATA

SSN or Dream ID
Name
DOB
Status(New, Continuing,
etc.)

ENROLLMENT FILE DATA

← Admission file data
+
ISIR/Cal ISIR Txn #
Edu. Level
Dependency Status
Total Income
Pell and other awards

MIDDLE CLASS SCHOLARSHIP

Payment File Download

CSAC will provide payment file to download from WebGrants.

- All eligible students
- Award amounts (annual and term)



MIDDLE CLASS SCHOLARSHIP

Payment File Upload

Payment file will be used to report payments or corrections to student eligibility

- Student enrollment status
- Student payment amounts
- Ineligible reason (Not enrolled, Not SAP, etc.)
- Adjustments to Pell and other awards

MIDDLE CLASS SCHOLARSHIP

Payment File Upload

Each student record submitted will be flagged as a "Correction" or "Payment"

Corrections and Payments can both be included within your file.



MIDDLE CLASS SCHOLARSHIP

Payment File Upload

File/Day


Student

Txn Type

Monday – File #1

John	PAY	
Steve	PAY	
Amber	CORR	
Ray	CORR	

Wednesday – File #2

John	PAY	
Steve	PAY	
Amber	PAY	
Amber	CORR	

Friday – File #3


John	PAY	
Steve	CORR	
Amber	CORR	
Ray	PAY	

UPLOADING

MIDDLE CLASS SCHOLARSHIP

[CSAC](#) | [Cal Grants](#) | [Cash for College](#) | [Cal Dream Act](#) | [FAFSA](#)

  **California Student Aid Commission**

WEBGRANTS

California Student Aid Commission
WebGrants System

Welcome!

[Help With Your Account](#)

Please sign in

Need to create an account?

Please enter your user name, password.

Authorized Use Only

User Name

Password

- For a School Administrator Account:**
Please call 1-888-294-0148
or E-mail CSAC Support
- For a User Account:**
Contact your School Administrator
- For Browser Versions or Monitor Screen Area Settings:**
[Help With Your Account](#)
- Apple/Mac Computers:**
Results may be unpredictable

Pursuant to section 502 of the California Penal Code and Public Law 99-474, Title 18, United States Code, unauthorized access to applicant information will be prosecuted to the full extent of the law.

MIDDLE CLASS SCHOLARSHIP

California Student Aid Commission WebGrants System

[Tools](#) [Help](#) [Sign Out](#)



Welcome! School1
To the **CSAC Portal** Menu

The last time you logged on to this system was: 06/03/2014 08:35:26 am
Number of failed attempts since your last login: 0

Please contact your School's System Administrator if you need access to additional screens.

Portal Menu

[WebGrants](#)

[Middle Class Scholarship](#)

Account Information

[View Your Account Details](#)

[Help With Your Account](#)

MIDDLE CLASS SCHOLARSHIP

California Student Aid Commission WebGrants System

[Portal Menu](#) [Middle Class Scholarship](#) [Tools](#) [Help](#) [Sign Out](#)



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Middle Class Scholarship Menu

[MCS - Data Transfer](#)

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Revision: 9 Date: 12/14/2009 11:43:03 AM

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MCS - Data Transfer Menu

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File Upload

- File Type
- Enter the
- Click the
- If the file
- Please en

File Upload

File validation has failed. Please correct errors and upload entire file again.

OK

School ID 99999999

Acad Year 2014 - 2015

File Type Enrollment

Select File Browse... No file selected.

Upload

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MIDDLE CLASS SCHOLARSHIP

Opening MCS Enrollment File Format Exception Report.txt

You have chosen to open:

MCS Enrollment File Format Exception Report.txt
which is: Text Document (1.2 KB)

What should Firefox do with this file?

☒ **Open with:** Notepad (default)

☐ **Save File**

☐ Do this automatically for files like this from now on.

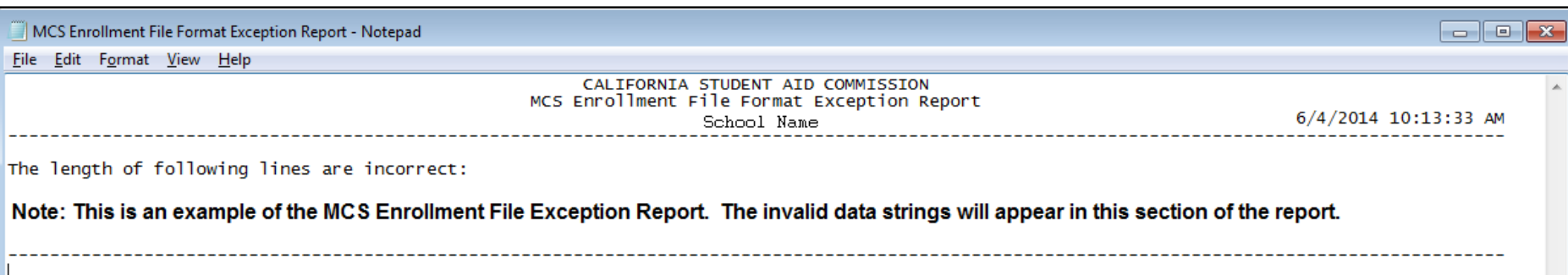
OK **Cancel**

File Upload

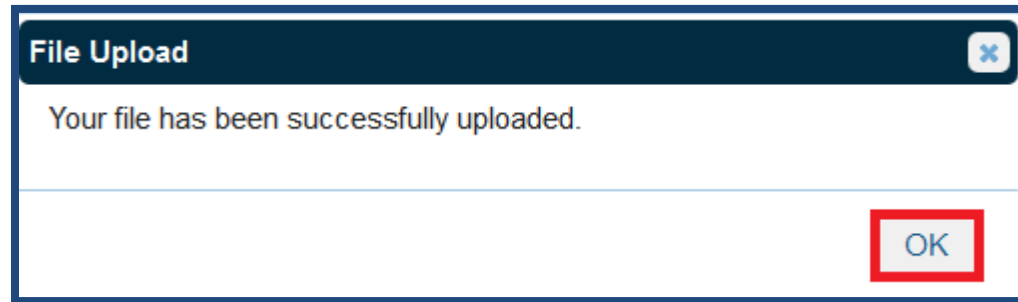
File Name:	
File Size:	2.12 KB
Academic Year:	2014 - 2015
Total Records:	15
Valid Records:	12
Invalid Records:	3

Get Error Report

MIDDLE CLASS SCHOLARSHIP



MIDDLE CLASS SCHOLARSHIP



MIDDLE CLASS SCHOLARSHIP

File Upload

- File Type must be .txt.
- Enter the file path and name of your file (Use the Choose File button to find your file).
- Click the Upload button to start this operation.
- If the file validation fails, no data will be uploaded. Please correct error and upload.
- Please ensure your file encoding is ANSI.

School ID 99999999

Acad Year 2014 - 2015

File Type Enrollment

Select File No file selected.

File Upload Status

File Name:	MCS_99999999_Enrollment.txt
File Size:	2.12 KB
Academic Year:	2014 - 2015
Total Records:	15
Valid Records:	15
Invalid Records:	0

SAMPLE SCENARIOS



WHAT IF...

... CSAC awards a student based on ISIR transaction 01, but ISIR transaction 04 would make student ineligible for MCS. What do I do?

Submit new ISIR transaction number (04) along with the new calculated income and adjusted federal aid. Submit via the online MCS roster or by MCS Payment file upload.



WHAT IF...

... I uploaded 2 corrections for a student in the same week. What do I do?

Only one correction can be accepted at one time. The 1st correction will reject. And the most recent (2nd correction) will be processed.



WHAT IF...

**... After MCS payment has been disbursed, but at census, the student is less than half time?
What do I do?**

Either on the roster or by upload of payment file, report an enrollment status of "2 – Less than HT" for the appropriate term. This will back out the previously reported payment

If student drops units after your institutions census date, please refer to your institutions refund policy

WHAT IF...

... The student is a winter/spring admit? How do I report?

Submit enrollment record for student in winter or spring. If eligible, student will be placed on your MCS roster.



WHAT IF...

... We have a student in our Teaching Credential Program? How do we report?

The only difference in reporting undergrad vs. TCP students will be the assessed fees when reporting MCS payment. There are no special reporting requirements.

This is true for 14-15, reporting TCP students may change in future years.

WHAT IF...

... The same student was reported on UC Berkeley's enrollment file on Monday and UC Riverside's enrollment file on Thursday? Which MCS roster will the student be placed on?

Assuming both enrollment records are valid, the student will be placed on UC Berkeley's MCS roster, since it was received first.

However, if UC Berkeley reported the "Student's Status" as "Incomplete Verification", the student would be placed on UCR's.

IN SUMMARY...

1. ADMISSION File

- Budget Projections
- Student notifications

2. ENROLLMENT File

- Used to add students to your MCS Roster
- Calculate initial MCS Award

3. PAYMENT File

- Payments and Corrections processed separately



THANK YOU!

***California Student Aid Commission
Institutional Support Services***

(888) 294-0153

schoolsupport@csac.ca.gov